Title	Update aeronautical information about an airport		
Level	5	Credits	4

Purpose	People credited with this unit standard are able to initiate amendments to the Aeronautical Information Publication New Zealand and raise a NOTAM.

Classification	Aviation > Airport Operations

Available grade	Achieved

Guidance Information

1   This unit standard is intended for airport employees or contractors only, as airside assessment opportunities are restricted to those persons holding an Airport Identity Card issued by the New Zealand Civil Aviation Authority under the sponsorship of an airport employer, or New Zealand Defence Force (NZDF) equivalent.

2   Definitions
The term *airport* refers to aerodrome as per Civil Aviation Rules.
Aeronautical Information Publication New Zealand (AIPNZ) is a regularly published record of information related to air navigation in New Zealand. It has occasional supplements.
International Civil Aviation Organization (ICAO) is a specialised agency of the United Nations, formed to promote the safe and orderly development of international civil aviation throughout the world. It sets standards and regulations necessary for aviation safety, security, efficiency and regularity, as well as for aviation environmental protection.
NOTAM means Notice to Airmen. It is a notice distributed by means of telecommunication containing information concerning the establishment, condition, or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

3   Reference to *enterprise procedures* means that all activities must comply with the requirements contained in the current airport exposition, current airport company manuals and procedures, and any relevant legislative and/or regulatory requirements, which may include but are not limited to: Civil Aviation Act 1990, Airport Authorities Act 1966, Building Act 2004, Fire and Emergency New Zealand Act 2017, Health and Safety at Work Act 2015, Hazardous Substances and New Organisms Act 1996, Resource Management Act 1991, Health Act 1956, Arms Act 1983, Smokefree Environments and Regulated Products Act 1990, local district plan, International Civil Aviation Organization (ICAO) Airport Services Manual, International Air Transport Association (IATA) conventions, relevant Civil Aviation Rules, NZDF Policy.

Outcomes and performance criteria

Outcome 1

Initiate amendments to the Aeronautical Information Publication New Zealand.

Performance criteria

1.1   An internal audit system to review published information is developed and implemented in accordance with enterprise procedures.

1.2   Amendments to published information are authorised in accordance with enterprise procedures.

1.3   Revisions and amendments are notified in accordance with enterprise procedures.

> Range   temporary, permanent.

Outcome 2

Raise a NOTAM.

Performance criteria

2.1   NOTAM is raised in accordance with enterprise procedures.

2.2   Critical information contained in the NOTAM is verified in accordance with enterprise procedures.

> Range   may include but is not limited to – navigation aids, runway effective operational length, obstructions, Rescue Fire status, meteorological conditions, manoeuvring conditions; evidence of two is required.

Planned review date	31 December 2026

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	24 June 1998	31 December 2014
Revision	2	8 May 2001	31 December 2014
Revision	3	22 July 2005	31 December 2014
Review	4	18 February 2011	31 December 2016
Review	5	24 October 2014	31 December 2023
Review	6	29 July 2021	N/A

Consent and Moderation Requirements (CMR) reference	0028

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

Comments on this unit standard

Please contact ServiceIQ qualifications@serviceiq.org.nz if you wish to suggest changes to the content of this unit standard.